

<b>Position Title</b>	Candidature Progression Officer
<b>Classification</b>	Level 6
<b>School/Division</b>	Office of Deputy Vice-Chancellor (Research)
<b>Centre/Section</b>	Graduate Research School
<b>Supervisor Title</b>	Manager, Admissions & Scholarships
<b>Supervisor Position Number</b>	315396
<b>Position Number</b>	316217

## **Your work area**

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The Graduate Research School (GRS) sits within the Deputy Vice-Chancellor (Research) portfolio. The GRS provides strategic and academic leadership and management to enhance graduate research training at the University. The GRS manages Admissions, Candidature, Examinations and Scholarship allocations for Higher Degree by Research (HDR) students and applicants, as well as providing skills and professional development to both students and supervisors.

## **Reporting structure**

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Reports to: Manager, Admissions & Scholarships

## **Your role**

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As the appointee, you will, under general direction, focus on administration workflows and communications across the Higher Degree Research Candidate life cycle (commencement, progression and completion).

## **Your key responsibilities**

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Contribute effectively to the strategic planning for the management of HDR candidates with a view to achieving improvements in line with the University's strategy.

Assist in developing a culture of adherence by candidates and HDR supervisors to Government (e.g. HESF, TEQSA, AQF, ESOS, etc.) and UWA policies

Document and monitor HDR candidature progression, providing timely feedback and related quality assurance processes

Provide timely and accurate responses to direct complainants using appropriate policies and procedures to resolve complaints from supervisors and candidates

Provide accurate and timely advice on progression matters

Implement administrative systems, processes and procedures for the administration of the end-to-end progression processes

Assist with reporting on active scholarships and analysis of provided financial reports

Other duties as directed

## **Your specific work capabilities (selection criteria)**

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Relevant tertiary qualification or demonstrated equivalent

Substantial relevant senior administrative experience at an appropriate level

Knowledge of relevant policies and procedures for the administration of Higher Degrees by Research

Highly developed written and verbal communication skills, including the ability to draft cases, correspondence and communicate effectively with multiple and diverse stakeholders

Highly developed organisational skills with the demonstrated ability to set priorities and to meet deadlines

Proficiency in a range of computing skills including word processing, spreadsheets, databases, internet and email

Ability to work independently, show initiative, problem solve and work productively as part of a team

Commitment to providing a high level of quality customer service

## **Special requirements (selection criteria)**

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There are no special requirements

## **Compliance**

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Ensure you are aware of and comply with legislation and University policy relevant to the duties undertaken, including:

The University's Code of Conduct [hr.uwa.edu.au/policies/policies/conduct/code/conduct](http://hr.uwa.edu.au/policies/policies/conduct/code/conduct)

Inclusion and Diversity [web.uwa.edu.au/inclusion-diversity](http://web.uwa.edu.au/inclusion-diversity)

Safety, health and wellbeing [safety.uwa.edu.au/](http://safety.uwa.edu.au/)